 <p>JOHNS HOPKINS MEDICINE JOHNS HOPKINS ALL CHILDREN'S HOSPITAL</p>	Johns Hopkins All Children's Hospital, Inc.	<i>Policy Number</i>	HR026
	Human Resources General	<i>Effective Date</i>	04/02/2018
	<i>Subject</i>	<i>Page</i>	1 of 4
	Flu (Influenza) Vaccination	<i>Supersedes</i>	01/31/2017

This document applies to the following Participating Organizations:

All Children's Health System, Inc. All Children's Research Institute, Inc. Johns Hopkins All Children's Foundation, Inc. Johns Hopkins All Children's Home Care

Johns Hopkins All Children's Hospital, Inc. Pediatric Physician Services, Inc. SurgiKid of Florida, Inc. West Coast Neonatology, Inc.

Keywords: flu shot, influenza vaccine


Table of Contents	Page Number
I. PURPOSE	1
II. POLICY	1
III. DEFINITIONS	2
IV. PROCEDURE	2
A. EXCEPTIONS	2
B. COMPLIANCE	3
C. EVALUATION	3
D. VACCINE SHORTAGE CONTINGENCY	3
V. DISSEMINATION	3
VI. SUPPORTIVE INFORMATION	4
VII. APPROVAL	4
Appendix A: Criteria for Medical Exception	Click Here
Appendix B: JHACH Vaccine Medical Exception Form	Click Here
Appendix C: Influenza Vaccination Religious Exception Request Form	Click Here

I. PURPOSE

Influenza (the flu) is a contagious respiratory illness caused by influenza viruses. It can cause mild to severe illness, and at times can lead to death. The most effective way to prevent infection from an influenza virus is through annual influenza vaccination. Annual influenza vaccination protects our patients and our staff, and the integrity of the participating organization's workforce. This policy is intended to maximize vaccination against influenza among the personnel of the Participating Organizations and other affiliated clinical entities. The goal is to protect patients, employees, employees' family members, and the community from influenza infection through annual immunization.

II. POLICY

- A. As a condition of employment and continued employment, and in accordance with patient safety standards, the participating organization requires all staff to have an annual influenza vaccination or to complete a qualified Medical or Religious Exceptions Form (see Appendices).
- B. Influenza vaccination shall be provided free of charge through Employee Health and Wellness to anyone with a Johns Hopkins or relevant entity badge. Once an employee has been vaccinated, the employee will receive a colored tag which must be visibly attached to the badge and not cover the employee's name.
- C. Prior to the annual onset of influenza season and when the most current vaccination recommendations are published by the Centers of Disease Control and Prevention (CDC), the participating organization will inform staff about the following:
 1. Requirement(s) for vaccination

 <p>JOHNS HOPKINS MEDICINE JOHNS HOPKINS ALL CHILDREN'S HOSPITAL</p>	Johns Hopkins All Children's Hospital, Inc.	<i>Policy Number</i>	HR026
	Human Resources General	<i>Effective Date</i>	04/02/2018
	<i>Subject</i>	<i>Page</i>	2 of 4
	Flu (Influenza) Vaccination	<i>Supersedes</i>	01/31/2017

2. Dates when influenza vaccine are available
 3. Procedure for receiving vaccination
 4. Procedure for submitting written documentation of vaccine obtained outside Johns Hopkins
 5. Procedure for declining due to a qualified exception
 6. Consequences of refusing vaccination
- D. Annually, staff covered by this policy must do one of the following:
1. Receive the influenza vaccine by the participating organization's deadline. Deadline may be subject to change depending on the availability of the vaccine supply.
 2. Provide Employee Health and Wellness with proof of immunization if vaccinated through services other than Employee Health and Wellness (private physician office, public clinics) by the participating organization's deadline. Proof of immunization must include a copy of documentation indicating the vaccine was received and must be received by the participating organization's deadline.
 3. Comply with the designated procedure for obtaining a permissible exception as described in this policy.


III. DEFINITIONS

Influenza Season	Will be determined by Administration. The onset and the end of the season will be announced to Participating Organization's staff by multiple means of communication.
Patient Care or Clinical Care Area	The physical or recognized borders of the Participating organization. These include but are not limited to: inpatient and outpatient areas where patients may be seen, evaluated, treated, or wait to be seen and areas where patients are transported or visiting (e.g., admissions and registration offices, patient rooms/cubicles, patient exam rooms/areas, hallways of units where patient rooms are located, nursing stations of units where patient rooms are located, procedural areas, waiting areas, areas where patients are transported or visiting, hallways connecting waiting areas and exam areas or those connecting clinical areas, visitor lounges, patient homes).
Staff	All JHACH employees, medical staff, trainees, residents, students, volunteers, contractors and vendors

IV. PROCEDURE

A. EXCEPTIONS


1. Medical Exceptions
 - a. Exceptions to required immunization may be granted for certain medical contraindications (Appendix A).
 - b. Staff requesting medical exception must submit the Medical Exception Form for Influenza Vaccination (Appendix B) to the participating organization's Employee Health and Wellness department at least 14 days prior to the deadline to be vaccinated.
 - c. A request for medical exception will be evaluated individually by the participating organization's Influenza Exception Review Panel within 14 days after receiving the request. The panel may be comprised of a representative from Employee Health, Infectious Disease, and Human Resources. If the exception is for allergy to eggs, the most current CDC ACIP recommendations will be followed.
 - i. If exception is granted for a temporary condition, the staff member must resubmit a request for exception each year.

 <p>JOHNS HOPKINS MEDICINE JOHNS HOPKINS ALL CHILDREN'S HOSPITAL</p>	Johns Hopkins All Children's Hospital, Inc.	<i>Policy Number</i>	HR026
	Human Resources General	<i>Effective Date</i>	04/02/2018
	<i>Subject</i>	<i>Page</i>	3 of 4
	Flu (Influenza) Vaccination	<i>Supersedes</i>	01/31/2017

- ii. If exception is granted for a permanent condition (significant vaccine allergy or history of Guillain-Barre after a previous influenza vaccine), the exception does not need to be requested each year unless vaccine technology changes to eliminate the issue regarding allergies.
2. Religious Exceptions
 - a. If staff declines influenza vaccination because it conflicts with sincerely held religious beliefs, he/she must complete and submit Request for Religious Exception for Influenza Vaccination Form (Appendix C).
 - b. Upon receipt of the employee's request, the employee's manager will forward the request to the Employee Relations Consultant in the Human Resources department.
 - c. Requests must be received at least 14 days prior to the deadline to be vaccinated. The requests are evaluated for religious accommodation within 14 days of receipt by the appropriate representatives in Human Resources.
- B. COMPLIANCE**
1. Staff that are not vaccinated and granted an exception must sign either electronically or by written documentation attesting that he/she will wear a mask at all times while in any participating organization patient care or clinical areas when within six (6) feet of a patient during the influenza season. The effective date is determined and announced by the participating organization. Staff who fail to wear a mask as indicated will be subject to disciplinary action in accordance with Human Resource policy.
 2. Staff employed by the participating organization who fail to comply with the vaccination requirement or obtain approval for an exception by the deadline will be placed on unpaid administrative leave for 3 days. If at the end of the unpaid administrative leave the employee has failed to meet the vaccination requirement, they will be considered to have voluntarily resigned.
 3. Non-employed staff who fail to comply with the requirements of this policy will be excluded from entering clinical care areas for the duration of the respiratory virus season, which is determined by the participating organization.
 4. Credentialed Medical Staff are subject to the Medical Staff Bylaws as described in Medical Staff Policy on Infection Control and Communicable Disease Compliance--MEDSTF002.
- C. EVALUATION**
1. The participating organization's Employee Health and Wellness department will track and report vaccination rates and reasons for exceptions, as well as lists of non-adherent personnel at least every two weeks. This information will be reported to organizational management.
 2. The participating organization's Human Resources department will evaluate the frequency of religious accommodations and report to organizational management.
- D. VACCINE SHORTAGE CONTINGENCY**
1. In the event of an influenza vaccine shortage, influenza vaccine will be offered to staff based on risk to the patient population cared for, job function, and risk of exposure to influenza. Priority will be given to those who provide hands-on patient care with prolonged face-to-face contact with patients and those who have the highest risk of exposure to patients with influenza. Those who are not prioritized to receive vaccine will not be held to the mandatory standard for the duration of the vaccine shortage period, and other infection prevention recommendations will be provided to those who do not receive vaccine.

V. DISSEMINATION

- A. This policy will be disseminated as follows:
 1. Candidates are informed of the policy when receiving offer letters.
 2. New employee's are notified during orientation.
 3. Manager's will notify employees annually.
 4. The policy will be posted on the [Hopkins Policy and Document Library](#).

 <p>JOHNS HOPKINS MEDICINE JOHNS HOPKINS ALL CHILDREN'S HOSPITAL</p>	Johns Hopkins All Children's Hospital, Inc.	<i>Policy Number</i>	HR026
	Human Resources General	<i>Effective Date</i>	04/02/2018
	<i>Subject</i>	<i>Page</i>	4 of 4
	Flu (Influenza) Vaccination	<i>Supersedes</i>	01/31/2017

VI. SUPPORTIVE INFORMATION

References:

- https://www.cdc.gov/mmwr/preview/mmwrhtml/mm6033a3.htm?s_cid=mm6033a3_w
- <https://www.cdc.gov/mmwr/pdf/wk/mm60e0818.pdf>
- [Medical Staff Policy on Infection Control and Communicable Disease Compliance MEDSTF002](#)

Subject Matter Experts:

- Employee Health and Wellness
- Infection Prevention and Control Committee

Sponsor:

- Vice President, Human Resources

Review Cycle:

- 3 years

VII. APPROVAL

Electronic Signature(s)	Date
Jacqueline Crain	04/02/2018
Jonathan Ellen	04/02/2018

For and on behalf of Johns Hopkins All Children's Hospital, Inc. and All Children's Health System, Inc. and each of their related entities if listed above.